



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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FINANCE & POLICY COMMITTEE

To Finance and Policy Committee Members (all other Councillors for information)

YOU ARE HEREBY SUMMONED TO A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL'S FINANCE AND POLICY COMMITTEE AT 7.30 PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK, ON WEDNESDAY 14th MARCH 2018

J CADMAN
LOCUM EXECUTIVE OFFICER

7th March 2018

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE OF INTERESTS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. MINUTES OF PREVIOUS MEETING

To agree the minutes of the meeting held on 10th January (**Appendix 1**)

5. MATTERS ARISING FROM THE MINUTES – For Information Only

To consider matters arising from the meetings

6. PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions.

Public Questions

To allow members of the public to address the Committee with respect to items not on the agenda, but relating to matters for which the F&P Committee has responsibility.

Public Participation

To allow members of the public to address the Committee about business on the agenda at the discretion of the Chairman.

Meeting re-convened

7. SMALL PURCHASES

7.1. To consider an imprest account and debit card for the Events Manager at LMC

7.2. To consider a petty cash float for the Events Manager at LMC and Haskell Centre administration, for small purchases

Recommendation: members to agree these financial arrangements to more easily facilitate day to day administration, and the associated amendment to Financial regulations 6.17, 6.18 and 6.19, to be ratified by Council at the meeting to be held 30th April.

8. HASKELL CENTRE ROOF

To consider the three quotations received for the repair of the leak in the Haskell Centre Roof. **(Appendix 2)**

Recommendation: As the leak is small and intermittent, and has been identified as being as a result of a resolvable building defect, to approve the least expensive of the three.

9. GRANTS

To consider and approve additional grant allocation for 2018. **(Appendix 3)**

10. AUTHORISED SIGNATORIES

Recommendation: to endorse the agreement made at the Finance and Policy meeting of July 2017 that the signatories will be Cllr Ives, Cllr Jerrard, Cllr Jourdan and Cllr Kirby and that Cllr Ives is now to take over the administrator role.

Recommendation: that an additional administrator is appointed from one of the four signatories.

11. OFFICES AT THE LMC

To consider the need to convert the office at the LMC in order to accommodate two members of staff, the Events Manager and the Administration Assistant.

Recommendation: members to agree a budget of up to £25,000 to convert the current bar into an office, to undertake remedial work to the current office and to purchase a mobile bar.

12. EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion “in accordance with the provisions of Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted”.